































Editing Survey Records in Qualtrics

- All survey editing is done in Qualtrics , not the survey entry portal where you originally entered the pre/post-test surveys.
- Each agency has one login email/username and password. If you aren't sure what your Qualtrics login information is contact heather-hershberger@uiowa.edu, 319-335-4589.

1. Login to Qualtrics and on the My Projects main screen select the project you want (some agencies have several) and under Actions select Data & Analysis

Project Name	Status	Last Modified	Creation Date	Responses	Actions	
 AGY02_COMP	● Active	Aug 17, 2016 10:46 AM	Aug 16, 2016 5:4		 Close	
 AGY02_COMPYY	● Active	Aug 17, 2016 11:56 AM	Aug 16, 2016 5:4		 Share Project	
 AGY02_PTM	● Active	Jan 11, 2016 3:04 PM	Oct 9, 2015 1:12		 Rename Project	
 AGY02_PTMY	● Active	Aug 16, 2016 4:50 PM	Nov 20, 2015 1:5		 Copy Project	
 AGY02_PTMY	● Active	Aug 16, 2016 4:50 PM	Nov 20, 2015 1:5		 Edit Survey	
 AGY04_COMP	● Active	Aug 17, 2016 11:55 AM	Aug 16, 2016 5:1		 Preview Survey	
 AGY04_COMPYY	● Active	Aug 17, 2016 11:55 AM	Aug 16, 2016 5:1		 Translate Survey	
 AGY05_COMP	● Active	Aug 17, 2016 11:54 AM	Aug 16, 2016 5:2		 Distribute Survey	
 AGY05_COMPYY	● Active	Aug 17, 2016 11:54 AM	Aug 16, 2016 5:2		 Data & Analysis	
					 View Reports	
					 Delete Project	

2. Click on the Export & Import tab and select Export Data

Survey

Distributions

Data & Analysis

Reports

Data

Text

Cross Tabs

Add Filter

Recorded Responses **366**

Responses in Progress **0**

With Selected

Page 1 of 19

Export & Import

Tools

<input type="checkbox"/>	Recorded Date	ID - Participant ID Number	SRV - 1.a. Is this a pre-test or a post-test?	SRVYR - 1.b. What program year is this survey for?	MONTH - 2. What month is it?		
<input type="checkbox"/>	Aug 26, 2016 10:06 AM	"72167726"	Post-Test	1	May		
<input type="checkbox"/>	May 27, 2016 1:42 PM	"72167725"	Post-Test	1	May	19	
<input type="checkbox"/>	May 27, 2016 1:41 PM	"72167724"	Post-Test	1	May	19	
<input type="checkbox"/>	May 27, 2016 1:39 PM	"72167723"	Post-Test	1	May	19	

Export Data...

Import Data...

Manage Previous Downloads...

3. Select Download Data Table

Export Data

Download Data Table



Download columns and filtered data from the Data tool. This download cannot be imported into Qualtrics.


Export Data with Legacy Format




Export data for using the legacy Research Suite formats. This export does not include filters, tags, or custom columns. This export can be imported into Qualtrics.

Close

4. Use the CSV file format and download

 Download Data Table

CSVTSVXMLSPSS



Comma separated values

This is a .csv file that can be imported into other programs. Each value in the response is separated by a comma and each response is separated by a newline character. If your responses contain special characters and you will open this export in Microsoft Excel we recommend using the TSV export. Qualtrics CSV exports use UTF-8 encoding, which Excel will not open correctly by default.

☐ Use commas for decimals

☒ Compress data as .zip file


☒ Download all fields

☒ Use values as configured

☐ Use numeric values

☐ Use choice text

Close

 Download

5. Select the Participant ID Number of the survey record you want to edit and copy it

- Columns A & B tell you when you entered the surveys in the portal
- Columns C-N can be ignored
- All of the questions in the survey start at column O with Participant ID Number

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
startDate	endDate	status	ipAddress	progress	duration	finished	recordedE	_recordId	recipientI	recipientF	recipientE	externalID	distributio	QID13873497_TEXT	QID138734
Start Date	End Date	Response	IP Address	Progress	Duration (Finished	Recorded	Response	Recipient	Recipient	Recipient	External R	Distributio	ID - Participant ID Number	SRV - 1.a.
*****	*****	IP Address: 128.255.25		100	71	TRUE	*****	R_4TND0F8Mnv8fdyt					anonymo	72167726	Post-Test
*****	*****	IP Address: 208.126.12		100	59	TRUE	*****	R_2VOp9syT922IhIM					anonymo	72167725	Post-Test
*****	*****	IP Address: 208.126.12		100	63	TRUE	*****	R_rqWy6s7gJGIRYmp					anonymo	72167724	Post-Test
*****	*****	IP Address: 208.126.12		100	79	TRUE	*****	R_1fIXbEEvPluzdKE					anonymo	72167723	Post-Test
*****	*****	IP Address: 208.126.12		100	138	TRUE	*****	R_2Eyime7mR6p5S8M					anonymo	72167722	Post-Test
*****	*****	IP Address: 208.126.12		100	78	TRUE	*****	R_2X66R4GQaJ7k7WV					anonymo	72167721	Post-Test
*****	*****	IP Address: 208.126.12		100	71	TRUE	*****	R_1jwyGrXl6Fx5XJN					anonymo	72167720	Post-Test
*****	*****	IP Address: 208.126.12		100	60	TRUE	*****	R_3RdCRtpk2SOfg2M					anonymo	72167719	Post-Test
*****	*****	IP Address: 208.126.12		100	80	TRUE	*****	R_2zyBH4W7Yy6eTu3					anonymo	72167718	Post-Test
*****	*****	IP Address: 208.126.12		100	61	TRUE	*****	R_5punJdXB95gZonD					anonymo	72167717	Post-Test
*****	*****	IP Address: 208.126.12		100	66	TRUE	*****	R_3nPOltDqWOMlufm					anonymo	72167716	Post-Test
*****	*****	IP Address: 208.126.12		100	109	TRUE	*****	R_bgDdvYKEkXspbeF					anonymo	72167715	Post-Test
*****	*****	IP Address: 208.126.12		100	72	TRUE	*****	R_3kneINJlINMyfSv					anonymo	72167714	Post-Test
*****	*****	IP Address: 208.126.12		100	411	TRUE	*****	R_264KJ1zkU8bFG3m					anonymo	72167713	Post-Test
*****	*****	IP Address: 208.126.12		100	69	TRUE	*****	R_3PbECxClKW3Q8hE					anonymo	72167712	Post-Test

6. On the Qualtrics Data & Analysis page Add Filter by ID – Participant ID Number

Survey

Distributions

Data & Analysis

Reports

Data

Text

Cross Tabs

Add Filter

Survey Metadata

Contact Fields

Embedded Data

ID - Participant ID Number

SRV - 1.a. Is this a pre-test or a post-test?

SRVYR - 1.b. What program year is this survey for?

MONTH - 2. What month is it?

DAY - 3. What day of the month is it?

YEAR - 4. What year is it?

		<	Pa
	/ - 1.a. Is this a pre-test or a post-test?		SRV
	Post-Test		
	Post-Test		
	Post-Test		

7. Select Operator “Is” and paste the Participant ID Number that you copied, this will automatically generate the survey record(s) corresponding to that Participant ID Number

Data

Text

Cross Tabs

Filtering by

ID - Participant ID Number

Select Operator

Recorded Responses

366

Responses in Progress

0

With Selected

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Export & Import

Tools

	Recorded Date	ID - Participant Number	re-test or ?	SRVYR - 1.b. What program year is this survey for?	MONTH - 2. What month is it?	DAY - 3. What day of the month is it?	Actions
<input type="checkbox"/>	Aug 26, 2016 10:06 AM	"72167726"		1	May	19	<div></div>

8. Under Actions choose one of the following:

- Retake Response to edit the survey (never choose Retake as New Response, this will create a duplicate survey record)
- View Response to view the survey as is without doing any editing
- Delete Response to delete the entire survey record

Data

Text

Cross Tabs

Filtering by

ID - Participant ID Number

Is

72167726

⊖ ⊕

Recorded Responses

366

Responses in Progress

0

With Selected

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Export & Import

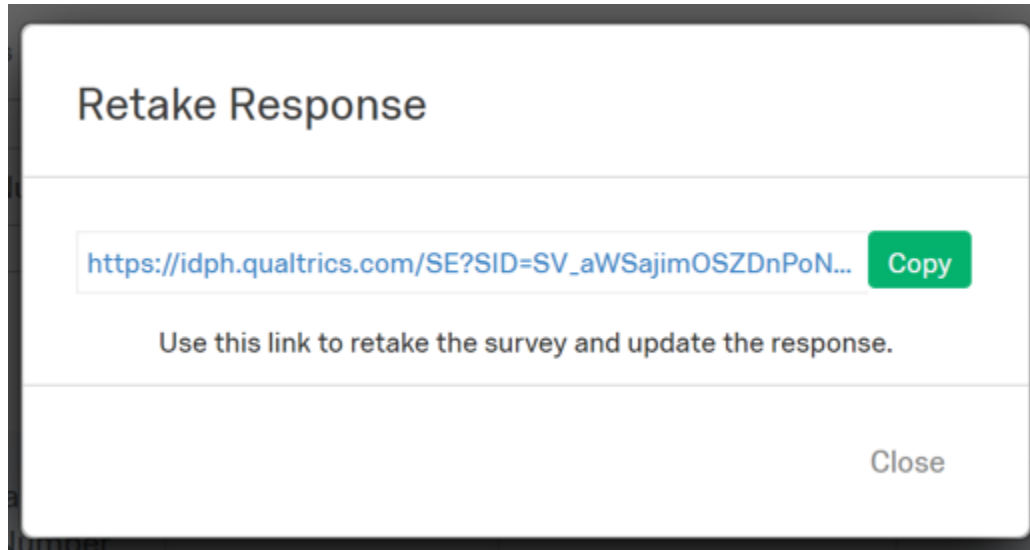
Tools

<input type="checkbox"/>	Recorded Date	ID - Participant ID Number	SRV - 1.a. Is this a pre-test or a post-test?	SRVYR - 1.b. What program year is this survey for?	MONTH - 2. What month is it?	DAY - 3. What day of the month is it?	Actions
<input checked="" type="checkbox"/>	Aug 26, 2016 10:06 AM	"72167726"	Post-Test	1	May	19	<div><div>View Response</div><div>Delete Response</div><div>Retake Response</div><div>Retake as New Response</div><div>Export to PDF</div></div>
<input type="checkbox"/>	Feb 2, 2016 11:32 AM	"72167726"	Pre-test	1	January		

Filtered Responses: 2

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9. Click on the survey link to go to your survey and once you finish editing hit Save and Continue at the bottom



10. The survey will automatically update after you save it so you can exit out of it
11. To view the updated survey go back to the Data & Analysis page, search for the Participant ID Number, choose the correct survey record, and under Actions choose View Response. You will need to re-download your data to see the edited version in Excel.